



Sustainable Food Policy Board

JANUARY MEETING MINUTES Monday, January 28, 2013

The Sustainable Food Policy Board (SFPB) convened on Monday, January 28, 2013, at Boards and Commissions Room, 301 W. Second Street, Austin, Texas.

Board Members in Attendance:

Ronda Rutledge – Vice Chair	Kathy Green	Meagan Jones
Paula McDermott – Chair	Michele Murphy-Smith	Erin Flynn
Mary Teeters	Paige Hill	Marla Camp
Karla Loeb		

Absent Board Members:

Rob Borowski	Katherine Nicely
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Staff in Attendance:

Marisa Balancier, HHSD	Robert Kingham, HHSD	Marcy Alonzo, TC-HHS/VS
Juanita Jackson, TC-HHS/VS	Jerry Rusthoven, PDR	Robert Heil, PDR
Dylan Siegler, Office of Sustainability		

CALL TO ORDER

Chair Paula McDermott called the meeting to order at 12:37p.m.

1. CITIZEN COMMUNICATION

Kayla Newman and Eli D. Mercer
Topic: Health & Nutrition for citizens of Austin, Texas
Introduced “Meal Barrel” project to board

2. APPROVAL OF MINUTES OF DECEMBER 17, 2012.

- Vice-Chair Ronda Rutledge moved to approve minutes.
- Member Michele Murphy-Smith seconded motion.
- Motion passed 10-0-0.

3. DISCUSS AND TAKE APPROPRIATE ACTION

A. Working Group Briefing Recommendation

1. Healthy, Local, Sustainable Food in City/County Venues
 - Working group Chair Joy Casnovsky presented draft resolution that provided policy language for procurement of healthy food at events and venues.
 - Working groups draft resolution and preliminary list of catering companies that source locally provided as backup documentation.
 - Member Michele Murphy-Smith made motion to accept resolution as written.

- Member Marla Camp seconded motion.
 - Chair Paula McDermott moved to revise “**Be it Further Resolved**” section of resolution.
 - Member Erin Flynn seconded motion.
 - Motion to revise “**Be it Further Resolved**” section passed 10-0-0.
 - Chair Paula McDermott moved to revise “**Now, Therefore, Let it be Resolved by the Sustainable Food Policy Board**” section of resolution.
 - Member Marla Camp seconded motion.
 - Motion to revise “**Now, Therefore, Let it be Resolved by the Sustainable Food Policy Board**” section passed 10-0-0.
2. Distribution & Processing of Local Meats – Permitted Use and Zoning Codes
 - Member and working group Chair Erin Flynn presented draft resolution crafted by working groups to update Austin City Code Urban Farm definition.
 - Robert Heil and Jerry Rusthoven of Planning Development and Review were available for code related questions.
 - Member Paige Hill moved to accept resolution as written.
 - Member Michele Murphy-Smith seconded motion.
 - Motion passed 10-0-0.
 3. Supplemental Nutrition Assistance Program and Central Texas Food Assistance Programs Outreach and Incentives
 - Member Kathy Green presented and read SNAP summary letter recommended by Executive Committee to remind and follow-up with PHHS at February meeting.
 - Vice Chair Ronda Rutledge seconded motion.
 - Member Mary Teeters moved to amend letter to include language re: additional revenues brought into the community from federal matching dollars.
 - Amendment passed 10-0-0.
 - Motion to accept summary letter passed 10-0-0
 - Member Kathy Green will make edits and present to PHHS in February.

B. Sustainable Food Policy Board Infrastructure and Protocol

1. Board Work Plan
 - Board discussed work plan, objectives, board member involvement and working groups. From discussion board discovered need to create two new working groups.
 - Member Michele Murphy Smith moved to create “Buy Local Food Campaign” working group to be chaired by member Marla Camp and “Land Use for Sustainable Ag” working group to be chaired by member Karla Loeb.
 - Member Marla Camp seconded motion.
 - Motion passed 9-0-0.
 - Member Erin Flynn not present at vote
2. Annual Report
 - Annual report summary of accomplishments from board chair due to city clerk’s office March 31, 2013.
 - Member Meagan Jones will craft annual report summary to be reviewed by Chair Paula McDermott.
 - No Action Taken.

3. Board Member Appointments

- County appointments expire at the end of February 2013. All county appointees interested in reappointment need to send full bios/resume to county staff Juanita Jackson and Marcy Alonzo. County staff requests brief bio/expertise summary from all board members.
- Announced that 1 board member will not be seeking and that there are currently 2 board member openings.
- No Action Taken.

4. Attendance and Agenda Protocol

- City staff liaison Robert Kingham reminded board of City's attendance policy and procedures for placing items on agenda.
- County staff liaison Juanita Jackson informed board of county attendance policy- same as City's policy.
- No Action Taken.

C. Community Engagement

1. Working Group Outreach Guidelines/Process

- Community engagement working group is working on guidelines and processes for creating working groups and getting the community involved. Currently planning first working group meeting.
- No Action Taken

2. Data and Information Monitoring/Collection/Distribution

- Member Meagan Jones currently taking charge of data collection.
- No Action Taken

3. Board Representations/Community Speaking Engagements

- Member Kathy Green requests permission to speak on behalf of board at LBJ School.
- Member Michele Murphy-Smith seconded motion to allow Kathy Green to represent board.
- Motion passed 10-0-0
- Chair Paula McDermott request permission to represent board at UT Health Science Center Nutrition Class Presentation on February 18th.
- Member Marla Camp seconded motion to allow Chair Paula McDermott to represent board.
- Motion passed 10-0-0.

4. ANNOUNCEMENTS [5 MINUTES]

Community Happenings

1. 2013 TOFGA Conference-Texas Organic Farmers and Gardeners Conference; February 7-10; Hilton Austin Airport
2. UT Health Science Center Nutrition Class Presentation – February 18th
3. City of Austin Food Summit – March
 - Date change in works

5. SUMMARY OF ACTION ITEMS [5 MINUTES]

- December 17th minutes approved
- Recommended procurement resolution revised and accepted.
- Recommended City Code revision resolution accepted.
- SNAP summary letter revised and accepted
- 2 new working groups created
- Member Kathy Green approved to represent board at LBJ School.
- Chair Paula McDermott approved to represent board at UT Health Science Center Nutrition Class Presentation on February 18, 2013.

6. FUTURE AGENDA ITEMS [5 MINUTES]

- A. Board Recommendations Follow-up
 - 1. City Urban Agriculture Exemption – March/April
 - 2. Economic Analysis – March/April
 - 3. Food Recovery
- B. Community Engagement
- C. Sustainable Food Policy Board Infrastructure
- D. Working Group Briefing
 - Distribution & Processing of Local Meats - March

ADJOURNMENT

Meeting was adjourned at 2:36p.m.